

ADMINISTRATIVE - INTERNAL USE ONLY

D/FBIS

FBIS-1464/87

30 JUN 1987

MEMORANDUM FOR: Director of Personnel

FROM:

[redacted]
Director, Foreign Broadcast Information Service

STAT

SUBJECT:

Request for Approval of Shift Schedule

1. Your approval is requested for the establishment of shift schedules for the Automated FBIS Systems Branch (AFSB) of the Engineering Support Group effective 19 July 1987. With the initiation of the Automated FBIS System operation, computer room personnel will be required to support operations 24 hours a day, 7 days a week. The Operations Group Communications Center personnel will begin a 12 hour shift schedule at the same time. Twelve-hour shifts will be established from 0600 to 1800 and 1800 to 0600. Individuals will work 7 days in a 2 week period and will remain on a given shift for 13 weeks before rotating.

2. In addition, [redacted] Printing and Photography (P&PD) personnel that will join AFSB upon arrival at the Reston facility, will provide coverage 16 hours a day, 5 days a week. Their hours will be 0700 to 1530 and 1500 to 2330. Personnel working these shifts remain on one shift indefinitely.

STAT

3. Attached is the background information on this request. If you have any questions, please call [redacted] Deputy Chief, Personnel Branch, on [redacted]

STAT

STAT

STAT

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Approval of Shift Schedule

APPROVED:

Director of Personnel

Date

Distribution:

- Orig - Addressee
1 - OP/PMCD
1 - D/FBIS
1 - C/ESG
1 - C/OPS
1 - PB Chrono

ADMINISTRATIVE - INTERNAL USE ONLY